

Virginia Wireless E-911 Services Board

Project Management Monthly Activity Report

Vendor: L. Robert Kimball & Associates, Inc.
 Region/Locality: Southeast Region
 Period: 03/01/03 - 03/28/03

Activity Report				
Task	Hours This Period	Total Hours	% Complete	Comments
Active Tasks				
PSAP STRATEGIC PLANNING	10.75			
1. Periodic review of each PSAP's project plan.	6.00	205.75	58%	Revised plans to reflect current status, accomplishments, and problems.
2. Planning meeting with LRK staff, directors/coordinators, and follow up of such. Meeting planning, preparation, and follow up with PSAPs.	4.75			Reviewed PSAP plans. Tasks related to deployment but not categorized as a
PSAP ASSESSMENTS	11.75			
1. Evaluation of CPE integration with CAD and mapping. Address particular problems and issues.	11.75	136.25	87%	Nelson County, Rockbridge County, and City of Staunton individually. Agenda item at regional meeting.
FUNDING REQUEST/TRUE UP ASSISTANCE	4.75			
1. Assisted with questions related to funding, budgets, and true up.	4.75	40.25	50%	Augusta County, Nelson County, and Rockbridge County.
LEC/WSP LIAISON	50.00			
1. Drafted Phase I request letters. Complete 911 questionnaire for T-Mobile and TSI.	5.00		45%	Nelson County.
2. Followed up with Verizon on ESN assignment. Follow up with nTelos for deployment readiness. Drafted Phase I request letters to WSP, and trunk order letter to nTelos.	7.00			City of Waynesboro.,
Phase I deployment issues. TSI Phase I kick off deployment conference call. Complete 911 questionnaire for Verizon Wireless and/or Sprint PCS.	8.00			Augusta County and City of Staunton.
4. Contact with Triton PCS, Nextel Partners, and nTelos regarding Phase II deployment. Follow up on Phase II ALI formatting issue.	6.00			Rockbridge County.
5. Followed up on Phase I deployment status w/ Nextel Partners	2.00			Harrisonburg-Rockingham.
6. Researching status of LEC; trunk order status; WSP coordination.	10.00			Meetings, calls, and e-mails with LEC. PSAPs individually and as entire region.
7. Researching status of WSP deployment; address PSAP specific issues with WSP.	12.00			Contact with Alltel, AT&T, Sprint PCS. Region.
INSTALLATION OVERSIGHT	0.00	0.00	0%	
CUT-OVER ASSISTANCE	4.50			
1. Reviewed issues with PSAPs preparing to cut by FY year end. Assist with data display issue for current deployment.	4.50	5.50	3%	Augusta County, City of Staunton, and Rockbridge County.

SYSTEM IMPLEMENTATION		12.50			
1. Review and determine status of deployment for Waynesboro. Noted issues with LEC and CPE. Financial issues concerning LEC.		3.00	74.75	15%	As of report date PSAP is moving forward with deployment. Bankruptcy issue not to be a factor.
2. Assure PSAPs are continuing on target with deployment in regard to all equipment components as the system.		2.50			Reviewed PSAP plans and inventory in regard to actual deployment. Entire region.
3. Review particular issues for deployment concerning equipment upgrade and equipment installation		7.00			Nelson County, Rockbridge County, and City of Staunton individually.
MAPPING/GIS ASSISTANCE		81.00			
1. Researching mapping information for PSAPs. Determining compatibility with current components. Provided specific information about display products and maintenance products. Assisting with determining most appropriate solution for individual PSAP.		81.00	219.00	25%	All PSAPs depending on need.
PROJECT REPORTING		10.50			
1. Prepared state report		8.25	133.45	25%	Collected information and prepared monthly report for WSB.
2. Database maintenance and update CMRS information in PSAP database.		4.75			Updated database to reflect current information.
TRAINING		0.00	4.00	5%	
ACCEPTANCE TESTING		2.50			
1. Call testing to identify issue with data display. Explain and discuss process of testing for WSPs to PSAPs		2.50	2.50	5%	Rockbridge County individually. Entire region at meeting.
TOTAL HOURS		190.75	821.45		
Completed Tasks					
PSAP Assessments	Region				

Issues of Importance / Accomplishments	
Significant time was spent with PSAPs discussing, educating, and reviewing mapping solutions for selection of new systems and/or utilization of current systems. Several on site visits.	